

**POLICE CHIEF
STUDY GUIDE**

A written examination for the class of **POLICE CHIEF** to be administered in **PINEVILLE** on **AUGUST 6, 2003**, will consist of approximately 148 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
POLICE ADMINISTRATION Knowledge of the principles of effective police service administration, involving research, planning, organization, productivity evaluation, risk management, developing and implementing safety and training programs, and establishing a system for inspecting the quality of the police service.	23.0%
PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS Knowledge of accepted practices in personnel management and of the procedures for developing and maintaining an effective employee relations program, including recruitment and selection, performance evaluation, grievance resolution, internal affairs review processes, and applicable provisions of civil service law.	14.9%
FINANCIAL MANAGEMENT Knowledge of the financial management and planning process of a public agency, including bookkeeping procedures, budget preparation, and overseeing the expenditure of budgeted funds.	7.4%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>INFORMATION MANAGEMENT</p> <p>Knowledge of effective information management practices, including establishing policy for and overseeing a system for the preparation, control, and retention of records; and knowledge of the compilation of data into an effective written format for correspondence, reports, grant requests, or other formal department communications.</p>	4.7%
<p>PUBLIC RELATIONS</p> <p>Knowledge of effective public relations practices, including developing a crime prevention/community relations program, which foster a positive public image of the department through contact with the media, other agencies, and the public; and knowledge of accepted practices in public speaking.</p>	10.1%
<p>SUPERVISION</p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.</p>	17.6%
<p>MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES</p> <p>Knowledge of the management of equipment, property, and supplies for the department, including ordering and purchasing procedures of equipment and supplies, and the preparation of specifications on new equipment for public bid.</p>	7.4%
<p>LAW ENFORCEMENT MANAGEMENT</p> <p>Knowledge of the procedures for managing and developing policy for various law enforcement operations of the department, including patrol, traffic, special operations, juvenile, and jail.</p>	14.9%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 5th ed., 1994.

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, International City Management Association (ICMA), 1120 G Street, N.W., Washington, DC 20005, 3rd ed., 1995.
(NOTE: May also be obtained through LSU **Firemen Training Program**).

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 777 N. Capitol St., N.E., Suite 500, Washington, DC 20002-4201, 3rd ed., 1991.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C. 20002-4201, 4th ed., 1996.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., Englewood Cliffs, NJ 07632, 7th ed., 1994.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, 2nd ed., 1990.

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

MUNICIPAL FIRE AND POLICE CIVIL SERVICE LAW:

MUNICIPAL FIRE AND POLICE CIVIL SERVICE LAW, Louisiana Revised
Statute Title 33:2471 et seq.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.